

ATC Change of Ownership/Members Instructions

Individuals Purchasing Permitted Corporation or LLC

New members of the entity must provide the following:

1. Minutes showing transfer of 100% stock from the former owner/officers to person(s) buying the corporation
2. Schedule A on all new officers
3. Fingerprint cards on all new officers
 - a. ***** any person who fills out a Schedule A form must be fingerprinted***
4. Act/Bill of Sale
5. Minutes showing new officers and titles
6. If another corporation or LLC is purchasing the existing corporation – must provide:
 - a. copies of the corporate charter and articles of incorporation
 - b. schedule A's on all officers of the purchasing corporation
 - c. fingerprint cards
7. Updated Secretary of State information
8. Inform local government (that issues local alcohol permit) of the purchase
9. ***** If 100% of stock/ownership interest is being sold, you will need to supply a lease signed by the new members***